

Release of NGA Non-Emergency Essential and Non-Mission Essential Federal Employees as a Mark of Respect to Former President Ford

The President of the United States has issued an Executive Order that all executive departments, independent establishments, and other Governmental agencies shall be closed on Tuesday, 2 January 2007, as a mark of respect for President Gerald Ford, the thirty-eighth President of the United States. This order contains certain exemptions for reasons of national security, defense, and essential public business.

Guidance from the Deputy Secretary of Defense indicates that Defense organizations shall remain open to support and conduct military activities related to the global war on terrorism; to maintain the health, safety, and protection of DoD personnel and facilities; and to ensure the continuance of mission-essential functions.

In conformance with the Deputy Secretary of Defense direction, NGA Director Vice Admiral Robert B. Murrett, USN, is releasing all Non-Emergency Essential and non-mission-essential federal employees from duty on 2 January 2007. Employees designated as Emergency Essential and employees designated mission-essential by their supervisors must report to duty on 2 January 2007. As Tuesday, 2 January 2007, is considered a holiday for pay and leave purposes, employees required to work are entitled to holiday premium pay during their regular scheduled tour of duty. Supervisors should advise any of their employees currently on leave regarding their reporting status for 2 January 2007. Employees scheduled for shift work on 2 January are authorized release on their final shift prior to 3 January 2007.

Additional Guidance:

- * Employees who are scheduled to take annual leave on 2 January will not be charged annual leave or any form of paid leave for that day, to include the Family Medical Leave Act.
- * Contractors working in NGA facilities should contact their company supervisors for guidance.
- * Civilian employees required to work non-overtime hours on 2 January 2007, will receive holiday premium pay, which should be annotated accordingly on the timesheet.
- * Holiday leave given to civilian employees on 2 January 2007, should be annotated "LH" on the timesheet.
- * For additional guidance regarding leave administration, please refer to the Leave and Other Absence Instruction (1402.1) Appendix 10 or contact your HD Consultant.